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comment as appropriate*



Executive Registry
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MEMORANDUM FOR: Director of Central Intelligence

FROM :   
Federal Women's Program Manager

SUBJECT : ~~Suggestions from Congressional Women's Caucus and~~  
~~the Director of Federal Women's Program~~

1. As you requested, the following is a list of suggestions concerning women made at recent meetings with the Congressional Women's Caucus and the Director of the Federal Women's Program, Civil Service Commission.

a. Hire more women recruiters:

At present three of the 17 recruiters are female (18%).

b. Draw on the talent of women professionals and specialists when awarding study contracts, seeking consultants for NIE's, etc.

c. Utilize the faculties of women's colleges, especially in science, as resources for recruiting women:

Recruiters are presently responsible for exploiting these sources. Influencing factors are the paucity of women in the scientific disciplines, the competition with industry and the relationships with university management.

d. Determine whether men and women in the maintenance force are paid on the same scale:

The Office of Personnel reports that our maintenance force is comprised of GSA employees.

e. Develop women professionals already on board to ensure they receive the assignments and training to enable them to compete for management positions.

f. Improve recruiting approach to applicants by furnishing adequate information on positions and ensure women are not asked questions not asked of men.

g. Appoint a full-time Federal Women's Program Manager:

Planned for the near future. Decision is awaiting PMCD review of OEEEO.

h. Stress the importance of participation in minority and women's conferences as a source of contacts for employment:

OEEEO plans to continue exhibiting at conferences with the assistance of recruiters and is involving managers in these efforts.

i. Director of Central Intelligence is interested in speaking to a women's group in the future:

Federal Women's Program Manager will look for a suitable forum and so advise the DCI.

j. Utilize the Federal Women's Program Interagency Committee on Science and Engineering which is seeking to locate and encourage women in these disciplines to consider Federal employment:

STATINTL [REDACTED] is one of the founding members of this group and will inform DDS&T and Office of Personnel of any possible applications to CIA.

k. Provide upward mobility opportunities to all employees GS-08 and below in compliance with Civil Service guidelines:

Presently the DCI area, DDO and DDS&T (except for NPIC) do not have formal programs available to all employees. Career development is taking place and clerical employees are being converted to professional status but on an individual basis. Upward Mobility objectives are being addressed in the 1979 EEO Plan.

m. Appoint women to policy making positions by targeting recruiting efforts to mid and senior level positions, making special efforts to go where the women are since the traditional methods utilizing the "Old Boy Network" will not identify women.

n. Designate a specific recruiter responsible for recruiting women for senior or mid-level positions.

o. Utilize information available on recruitment sources for women available at the CSC Federal Women's Program Office:

FWP Office reports it does not have this information but uses the CSC Recruiting Office's material. Our Recruiting Division already has access to this data.

p. The image of CIA projected to Congress is that of a white male organization.

2. The above suggestions heavily emphasize recruiting. While an adequate pool of women applicants is essential, the final hiring decision is made by the selecting official in the component. Managers are therefore the crucial element in hiring women and minorities. Much remains to be done in the area of sensitizing managers to ensure that hiring and career decisions are based strictly on job related factors.

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